

STATE OF LOUISIANA  
SECRETARY OF STATE

JAY DARDENNE  
SECRETARY OF STATE

HELEN J. CUMBO  
ADMINISTRATOR



Commercial  
(225) 925-4704

Administrative Services  
(225) 925-4704

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(225) 925-4726  
(225) 922-0435

**TRANSMITTAL INFORMATION  
For All Business Filings**

***Registered agent, officer, entity status information available via the Internet***

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Daytime phone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State
- 4) Proper endings on business entities  
LLC for Limited Liability Company  
Inc. for corporation
- 5) Proper certificate must accompany the Application for Authority for  
foreign corporation and limited liability company only

**NOTE: Louisiana notaries must print or type their name and include their notary or bar roll number.**

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)



**LIMITED LIABILITY COMPANY INITIAL REPORT**  
(R.S. 12:1305 (E))

1. The name of this limited liability company is : \_\_\_\_\_
2. The location and municipal address, not a post office box only, of this limited liability company's registered office:  
\_\_\_\_\_
3. The full name and municipal address, not a post office box only, of each of this limited liability company's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
4. The names and municipal addresses, not a post office box only, of the first managers, or the members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be signed by each person who signed the articles of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named limited liability company.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_  
**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## **INSTRUCTIONS**

1. An Initial Report must be completed and filed with the Articles of Organization of a Limited Liability Company.
2. The name shall contain the words "limited liability company", the abbreviation "L.L.C.", or the abbreviation "L.C.".
3. If no first managers or members have been selected when the Initial Report and Articles of Organization are filed, a Supplemental Report, setting forth their names and addresses must be filed in accordance with R.S. 12:1305 (E)4.
4. The Affidavit of Acknowledgement and Acceptance contained on the bottom of this form must be signed by each registered agent before a notary public.